**Superintendent/ERD**

**NORMS**

**July 30, 2013**

**Procedural**

1. Begin and end on time
2. Cell phones silent
3. Regularly scheduled meetings, same place, same time (reschedule only for significant conflict)
4. Focus on an established agenda items, create a parking lot for other topics which arise
5. Agenda and relevant documents disseminated prior to the meeting at least 48 hours in advance
6. Dedicate and assigning time in the agenda for burning issues
7. Keep notes reflecting decisions made, responsibilities assigned, and due dates
8. Assign time to review
9. During the workday, answer calls from Alex or respond ASAP

**Interpersonal**

1. Follow through on items agreed to
2. Seek first to understand, then be understood
3. Communicate positive regard, caring, and respect
4. Collaborate
5. Contribute creatively and productively
6. Give focused, meaningful feedback
7. Keep the roles and responsibilities of colleagues in mind

**How will we respond when norms are not followed?**

1. Review norms regularly, weekly for the first month
2. Give focused, meaningful feedback
3. Plus/Delta